

FRESNO, CALIFORNIA

CLASS SPECIFICATION

LABORATORY ASSISTANT

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Laboratory Assistant is the first and entry level in a four level Utilities Laboratory series. Incumbents are responsible for assisting in the laboratory by collecting samples, preparing for chemical and microbiological test procedures, and maintaining the lab and associated equipment.

The Laboratory Assistant is distinguished from the Laboratory Technician, which is responsible for performing routine chemical and biological analysis.

| <u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.) | | <u>FRE- QUENCY</u> |
|--|--|-------------------------------|
| 1. | Assists in collecting environmental samples including but not limited to water, groundwater, wastewater, and biosolids samples. | Daily 35% |
| 2. | Assists in the preparation and setup of test procedures. | Daily 25% |
| 3. | Performs general laboratory duties to maintain a clean and orderly work environment including, but not limited to, cleaning sampling devices, sample collection containers, and glassware. | Daily 20% |
| 4. | Operates and maintains laboratory equipment including, but not limited to, pH meters, conductivity meters, top loading balances, muffle furnaces, ovens, and autoclaves. | Daily 20% |
| 5. | Performs other duties of a similar nature or level. | As Required |

Training and Experience (positions in this class typically require):

- Completion of nine semester units in Chemistry, Biochemistry, Biology, or a related field is required;
- OR
- One year of training and experience in an analytical laboratory, or possession of a valid Water Quality Certificate as issued by the American Water Works Association
- OR
- A Grade I Laboratory Analyst Certificate as issued by the California Water Environment Association may be substituted for the required education.
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Basic laboratory techniques
- Chemistry and Biology principles
- Basic care, maintenance and operational requirements of laboratory equipment and apparatus

Skills (position requirements at entry):

Skill in:

- Assisting in laboratory procedures
- Cleaning items utilized in a laboratory environment
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals and oils.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

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